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MEMORANDUM FOR: Chief, Plans and Policy Staff

9 October 1957

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SUBJECT : Intelligence School Weekly Report #1
3 October through 9 October 1957

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Class: 1100-1200; TS S G
Date: 8-10-78
By: 35

I. SIGNIFICANT ITEMS: None.II. OPER ACTIVITIES:A. Intelligence Orientation

(1) The first week of Intelligence Orientation #1 ended on Friday, 4 October. During [] absence, because of the critical illness of his father, the course is being handled by []

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(2) [] met with [] of OBI on Thursday, 3 October, to discuss aspects of the National Intelligence Survey Exhibit. As a result of the conference, changes are being made in the floor layout of the Intelligence Products Exhibit to give more space to OBI and a more logical layout to Basic, Current and Estimate Exhibits.

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(3) A minor change resulting in a major improvement in the Support Intelligence Products Exhibits has been to open a second door to the Auditorium. Visitors can move around the Exhibits in a continuous line of direction. [] arranged through the Security Officer for an additional guard required by this arrangement.

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(4) [] met with representatives of OBI to discuss a new exhibit for that Office.

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(5) On 2 October [] discussed with [] of SIC the presentation of the two-day orientation course to be given at []. The program will be given in two parts. During the week of either 14 or 21 October the first briefing on Introduction to Intelligence will be given. It will cover the equivalent of one full day either on Wednesday, or half-days each on Wednesday and Thursday. The choice will be made by [] later this week. The briefing on Introduction to Communism, also for one full day, will be given later. The two briefings have to be separate because one or the other phase of the regular course is continually in phase at Headquarters, and there is no time when both groups of instructors could make the trip together. Detailed arrangements are being laid on through []

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(1) Basic Management #37 ended on Friday, 4 October. Student critiques indicated a high degree of acceptance of the course by the students. The staff has several ideas for slight revisions to the training material to be used in Basic Management #38, but the basic pattern laid out by [redacted] and his staff for this presentation worked extremely well. 25X1

(2) Basic Supervision #31 began on Monday, 7 October, with [redacted] students enrolled. One person was taken out of the course at the end of the first day because several others in her office were absent with flu. 25X1

(3) Planning continues for both the 14-day Basic Supervision and the experimental 20-hour Introduction to Supervision.

(4) Wednesday, 9 October, is the date set for the move of the Management Faculty to Alcott Hall. — ? 25X1

C. Intelligence Production

(1) [redacted] students completed Writing Workshop #14 on Thursday, 3 October. 25X1

(2) In the absence of the regular staff members, [redacted] assisted in conducting seminars for the current 10 course. 25X1

(3) During the past week [redacted] retested students who completed Reading Improvement #35 on 2 August 1957. The students showed good retention of skill gains. 25X1

(4) Mrs. Barbara Martell, who is organizing a Reading Improvement course for the Atomic Energy Commission, visited the Reading Lab last week to borrow from [redacted] copies of unclassified course material. 25X1

D. ORR Orientation Officer

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(3) On 8 October the CIA Review was conducted for overseas returnees. Audience reception of this program was enthusiastic.

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(4) The CIA Introduction program was conducted on 7 October for persons.

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E. Operations Support

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(1) Budget & Finance Procedures #5 started on 7 October with an enrollment of

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(2) discussed Case Officer-Agent relationships with of HRA. The purpose of this discussion was to round out certain portions of the handbook for Case Officers now in preparation.

(3) Office of Logistics, reviewed with the chart sketches for use in Pay and Allowances instructions. They agreed that the sketches will be made up into charts.

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(4) [redacted] visited HI to have them review the dispatch practice problems which are going to be used in Operations Support. The dispatches were reviewed by the Supervisor of the Dispatch and Pouch Section and various members of the Analysis Section, who indicated their approval.

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(5) The Operations Support Faculty has been asked by Mr. [redacted] to participate in a half-day briefing to be given for Office of Security clerical personnel on 10 October. A skit, based on the one given in Administrative Procedures, will be presented by this Faculty.

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(6) The film "The Third Key" was reviewed by the staff. It was an excellent film, but there is little in it that would be applicable to the particular needs of Operations Support.

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F. Clerical Training

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(1) During the week of 30 September there were [redacted] people in Clerical Induction Training. Of these, [redacted] were entering class for the first time. During the same period there were [redacted] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 30 September were as follows: Of [redacted] people tested in shorthand, [redacted] qualified; of [redacted] people tested in typewriting, [redacted] qualified.

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(3) The results of the official Agency tests administered by Clerical Refresher to on-duty Agency clerical employees on 7 October were as follows: Of [redacted] people tested in shorthand, [redacted] qualified; of [redacted] people tested in typewriting, [redacted] qualified.

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(4) [redacted] has notified the Registrar that because of staff shortages in Clerical Training it will not be possible to conduct the Non-Clerical Basic Typewriting Course this fall. The course is not on the long-term schedule, but is usually given twice a year. The next offering will probably be in March 1958.

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(5) [redacted] discussed with [redacted] of YMD/CO the necessity for postponing the conducting of a special typewriting class for professional personnel as well as a proposed English Usage course at [redacted]. It is hoped that these requests for special courses can be taken care of early in 1958.

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III. PERSONNEL NOTES:

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A. [redacted] was on annual leave 3 October through 8 October. His father is critically ill.

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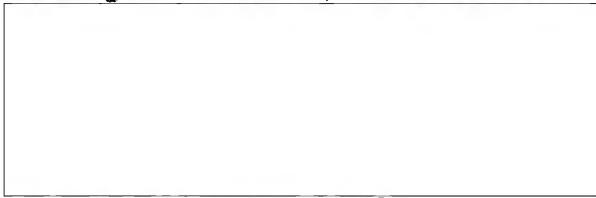
B. [redacted] returned to full-time duty Monday, 7 October.

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C. [redacted] left the Agency on Friday, 4 October. His resignation will become effective at the expiration of the current year's accrued annual leave, about 15 October.

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D. [redacted] will be reassigned to the Office of Personnel effective 21 October.



Chief, Intelligence School

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